



## **Original Investigation & Case Report Poster Presentation Guidelines**

- Each scientific abstract poster should consist of four key elements:  
(1) Title, including name and affiliation of presenter; (2) Purpose;  
(3) Methods; and (4) Conclusion and Clinical Implications
- Each Fellow, Medical Student/Resident or Global Case Report poster should consist of five key elements: (1) Title, including name and affiliation of presenter; (2) Case Presentation; (3) Discussion; (4) Conclusions; (5) References.
- The maximum poster size is 3.5 feet (tall) x 7 feet (wide): The poster board is situated horizontally (landscape). Do not mount illustrations on heavy cardboard as it may be difficult to pin up.
- For easy printing, design your poster in Microsoft PowerPoint and set to your desired paper size (most use 3 feet x 6 feet). Note: All poster boards will include a small label (about eight inches from the top of the poster board) with your assigned number. Be aware of this as you determine the size of your poster.
- Keep text and legends brief.
- Do not put any commercial logos on the poster.
- Material should be readable from distances of 3 feet or more. You are strongly encouraged to use text at least 1/4-inch high (22 pt type minimum), using bold type to ensure legibility. Make all text very dark (preferably block style) on a light, preferably white, background.

- Write your poster content as concisely as possible, keeping the number of pieces to a minimum. Charts, drawings, and illustrations should be similar to those you would use in slides, and, if anything, more heavily drawn. Avoid using very fine lines or rules, as these are more difficult to see from a distance. Keep everything simple, and avoid overly ornate presentations. Block lettering can be useful to add emphasis and clarity.
- Your poster should be self-explanatory so that you are free to supplement the information and discuss points raised by inquiry.
- Boards for mounting posters are located in the Exhibit Hall. You will be assigned one board for each presentation. The board assigned to corresponds to the number in the program guide.

### **Poster Presentation**

- Poster Grand Rounds are an opportunities for presenters, moderators, and attendees to interact and discuss each poster. Grand Rounds are divided into two sessions: half of the posters presented on Tuesday, and the other half presented on Wednesday. The poster area will be accessible to attendees throughout the meeting.
- You must be at your poster at the assigned date and time to answer questions. You will be scheduled to present your poster on either Tuesday, Oct. 31<sup>st</sup>, OR Wednesday, Nov 1<sup>st</sup>, 1:30 pm – 2:30 pm. Although you are only required to present your poster on one of these days, please make sure your poster is on display until Wednesday, Oct. 31<sup>st</sup>, 2:30 pm.
- Be prepared to discuss your poster concisely within 5 to 10 minutes. Moderators will facilitate discussion with each presenter. Some posters may appear more popular than others, but please be patient and wait for the moderator to come to your poster. Please do not leave your area until the session is over. There may be attendees who arrive late and with to discuss your poster.

- **If you have more than one poster to present on the same day, you are responsible for assigning a co-author to present as necessary.**
- The CHEST Scientific Presentations and Awards Committee and the Training and Transition committee policies state that failure to be present for your presentation, once you have made the commitment, may result in withdrawal of any request for your participation the following year. If you find that you are unable to attend due to an emergency situation and you are unable to have a co-author deliver the presentation in your place, please notify us immediately (before your presentation) at [abstracts@chestnet.org](mailto:abstracts@chestnet.org).

### **Set-Up/Tear Down**

- Posters are to be displayed all day Tuesday and Wednesday during CHEST 2017.
- Posters should be mounted by 4:00 pm on Monday, October 30<sup>th</sup>, in the Exhibit Hall. (The Exhibit Hall opens at 10:00 am.)
- Posters should remain displayed until Wednesday, October 26<sup>th</sup>, at 2:30 pm. Your poster should be taken down promptly at 2:30 pm. We are not responsible for posters left up after this time.
- If you are only attending CHEST the day of your presentation, please plan to display your poster for the full day.